

## **SATVEER KAUR DHILLON**

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### **OBJECTIVE**

To obtain a position where I will be able to utilize my strong skills set to further develop my workplace Marketability for personal and professional growth.

### **PERSONAL PROFILE**

Demonstrated leadership skills that I have gained through school, work and volunteer experiences.  
A quick learner and eager to gather knowledge that will enhance my skills.

### **SKILLS**

- **Language-** Excellent Fluency In English, Hindi and Punjabi language.
- **Computer literacy-** Proficient in a wide variety of applications including Microsoft processor.
- **Interpersonal and communication skills-** Excellent listening skills; follow instructions and enjoy workplace well as a part of team and interacting professionally with co-workers.
- **Teamwork-** Ability to build positive relations with clients and teammates.
- **Other-** Enjoy the challenges of meeting deadlines and targets. Demonstrated sensitivity and awareness to other people and cultures

### **EDUCATION**

- |   |                       |                         |
|---|-----------------------|-------------------------|
| • Grade twelve<br>(DCM international school)  | Economic, Mathematics | April 2011 - April 2012 |
| • Bachelor of Business Administration<br>( Gurukul institute of Professional Studies) | BBA                   | July 2012- June 2015    |
| • English language program<br>(University of Manitoba, Winnipeg)                      | ELC                   | May 2017- August 2017   |

### **WORK EXPERIENCE EASY DAY**

Customer service representative, 1<sup>st</sup> July 2015- 31<sup>st</sup> March 2016

- Served Customers and guided them to desired products.
- Greeted Customers and responded to their inquiries in friendly manner.
- Neatly stocked products on shelves and placed them on their proper position.
- Operated a cash register and receive cash, debit from customers.

### **DHODHA SWEETS**

Cooking and Customer service representative, 5<sup>th</sup> April 2016- 30<sup>th</sup> September 2016

- Took orders and provided detailed information regarding various products and recommended the best option in customer's preferences.
- Loaded, Transported and delivered products to Customers.
- Assisted with baking regularly.
- Maintained a clean environment by mopping and sweeping floors, taking out garbage/ recycling as well as other cleaning tasks.

